

## Chapter 15 - F9 Name Index

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## F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

### Accessing the F9 Name Lookup:

Press <F9> from any screen throughout the system and the following screen will be displayed.

```

Court ID : J 44 ANGIE          Juvenile Name Inquiry Lookup

Enter a "1" to request "SNDX"   Sound index lookup
Enter a "2" to request "NAME"   Name lookup
Enter a "3" to request "NAME"   Adoption lookup

Enter request number here-> 2 name here-> TEST,TEST

Nxt Tran  Type  Case# 00000000 Petrn# 00000000 Event#  Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil
F9=Start over F14=Dkt.Inq F16=Inv.cal.

07/052
1902 - Session successfully started
  
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Enter the search option that you would like the system to use. The default for this field is option "2" for a search by name. There are three options available for use:

1. Soundex - This will search for names that sound like the name you typed.
2. Name - This will search for the name you entered, exactly as it is typed.  
If the system does not find that name, it will position you to the closest name.
3. Adoption Name - This will search for adoption cases if you have authority.

Enter the name that you are searching for and press <. The system will return the following screen.

Court ID : J 44 ANGIE      Juvenile Name Inquiry Lookup **NAME**

**Highlighted name has a A/R Master**      Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
- TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
- TEST,TEST,		00843565	3	M03	NA	00000000	SUP
- TEST,TEST,		00853521		V02	DL	08535211	SUP
- TEST,TEST,		00874397		INP	DL	00000000	SUP
- TEST,TEST,		00915469		PE1	DL	00000000	PUB
- TEST,TEST,		00915469		W01	DL	00000000	PUB
- TEST,TEST,		00925819		GAL	DL	00000000	PUB
- <b>TEST,TEST,</b>		<b>00926002</b>		<b>DL</b>	<b>DL</b>	<b>09260021</b>	<b>PUB</b>
- TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
- TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
- TEST,TEST,		02005233	1	TL	TL	02523301	PUB
- TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
- TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
- TEST,TEST,		88888888		IN	IN	00000000	EXP
- <b>TEST,TEST,</b>	<b>10/01/1985</b>	<b>96960816</b>		<b>DL</b>	<b>DL</b>	<b>96960816</b>	<b>EXP</b>

More...

Nxt Tran    Type    Case# 00000000    Petn# 00000000    Event#    Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System F8=Probate/Civil

F9=Start over      F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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There are four options that can be taken from this screen.

1. S - Display a case summary
2. P - Print a case summary
3. X - Select a case for processing
4. F - Display a file summary

**NOTE:** The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

## S - Displaying a Case Summary

Court ID : J 44 ANGIE      Juvenile Name Inquiry Lookup **NAME**

**Highlighted name has a A/R Master**      Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
- TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
- TEST,TEST,		00843565	3	M03	NA	00000000	SUP
- TEST,TEST,		00853521		V02	DL	08535211	SUP
- TEST,TEST,		00874397		INP	DL	00000000	SUP
- TEST,TEST,		00915469		PE1	DL	00000000	PUB
- TEST,TEST,		00915469		W01	DL	00000000	PUB
- TEST,TEST,		00925819		GAL	DL	00000000	PUB
<b>S TEST,TEST,</b>		<b>00926002</b>		<b>DL</b>	<b>DL</b>	<b>09260021</b>	<b>PUB</b>
- TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
- TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
- TEST,TEST,		02005233	1	TL	TL	02523301	PUB
- TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
- TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
- TEST,TEST,		88888888		IN	IN	00000000	EXP
- TEST,TEST,	10/01/1985	96960816		DL	DL	96960816	EXP

More...

Nxt Tran    Type    Case# 00000000    Petn# 00000000    Event#    Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt      F6=System F8=Probate/Civil

F9=Start over      F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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Enter an "S" on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

Case Sum	CSE	Case#	00926002	Status	0 PUBLIC	Type	DL	Filed	0101 2002
Jurist	11953	CLATTERBAUGH	Attny			Worker			
Name	TEST,TEST,		DOB			Gender		Race	
SSN	000000000	SID		Service Type					
Event	Date	Typ	Petition	Chg	Placement	Comments			
1	723 2002	ORC	09260021			ORD REIMB			

Bottom

Nxt Tran	SUM	Type	CSE	Case#	00926002	Petn#	09260021	Event#		Pty	
F1=Help	F2=Nxt Tran	F3=Exit	F4=Prompt			F6=System					
F8=Probate	F9=Name Inq	F10=Attny Inq	F13=Notes	F14=Dkt.Inq	F16=Inv.Cal						

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1902 - Session successfully started

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## P - Case Summary Print

Court ID : J 44 ANGIE      Juvenile Name Inquiry Lookup **NAME**  
**Highlighted name has a A/R Master**      Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
_ TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
_ TEST,TEST,		00843565	3	M03	NA	00000000	SUP
_ TEST,TEST,		00853521		V02	DL	08535211	SUP
_ TEST,TEST,		00874397		INP	DL	00000000	SUP
_ TEST,TEST,		00915469		PE1	DL	00000000	PUB
_ TEST,TEST,		00915469		W01	DL	00000000	PUB
_ TEST,TEST,		00925819		GAL	DL	00000000	PUB
- <b>TEST,TEST,</b>		<b>00926002</b>		<b>DL</b>	<b>DL</b>	<b>09260021</b>	<b>PUB</b>
<b>P</b> TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
_ TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
_ TEST,TEST,		02005233	1	TL	TL	02523301	PUB
_ TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
_ TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
_ TEST,TEST,		88888888		IN	IN	00000000	EXP
- <b>TEST,TEST,</b>	<b>10/01/1985</b>	<b>96960816</b>		<b>DL</b>	<b>DL</b>	<b>96960816</b>	<b>EXP</b>

More...

Nxt Tran **SUM** Type **CSE** Case# **00926002** Petn# **09260021** Event#  Party   
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil  
 F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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 1902 - Session successfully started \\SCAO\IN54QLS on Ne05:

Enter a "P" on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

## F - Displaying a File Summary

Court ID : J 44 ANGIE Juvenile Name Inquiry Lookup NAME

Highlighted name has a A/R Master Party Case

Name	Birth Date	Case #	Sfx	Typ	Typ	Petn#	Pub
_ TEST,TEST,	6/13/1990	00050501		IN	IN	00000000	SUP
_ TEST,TEST,		00843565	3	M03	NA	00000000	SUP
_ TEST,TEST,		00853521		V02	DL	08535211	SUP
_ TEST,TEST,		00874397		INP	DL	00000000	SUP
_ TEST,TEST,		00915469		PE1	DL	00000000	PUB
_ TEST,TEST,		00915469		W01	DL	00000000	PUB
_ TEST,TEST,		00925819		GAL	DL	00000000	PUB
- TEST,TEST,		00926002		DL	DL	09260021	PUB
F TEST,TEST,	1/01/1990	01005778		DL	DL	01577801	EXP
_ TEST,TEST,	1/01/1990	02000111		TL	TL	00000000	PUB
_ TEST,TEST,		02005233	1	TL	TL	02523301	PUB
_ TEST,TEST,	3/15/1995	04000001		DL	DL	04000101	PUB
_ TEST,TEST,	6/15/1992	04000100		TL	TL	00000000	PUB
_ TEST,TEST,		88888888		IN	IN	00000000	EXP
- TEST,TEST,	10/01/1985	96960816		DL	DL	96960816	EXP

More...

Nxt Tran SUM Type CSE Case# 00926002 Petn# 09260021 Event# Party

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate/Civil

F9=Start over F11=Alt.View F14=Dkt.Inq F16=Inv.cal.

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1902 - Session successfully started \\SCAO\1N54QL5 on Ne05:

Enter a "F" on the line to the left of the name you would like to display the file summary for and press <Enter>. The system will display the file summary as shown below.

Case Sum	Case#	01005778	Status	0 PUBLIC	Type	DL	Filed	0501 2001
Jurist	25275	HULL	Attny		Worker			
Name	TEST,TEST,			DOB	101	1990	Gender	
SID				Service Type				
Case Opened	501	2001	Case Closed		Case Reopened			
Petition #	01577801	NON-PUBLIC	Petition Opened	0501 2001	CTN			
Petition Closed		Jurist	DISPOSITION					
01	750.356-B							
COMMENT	LARCENY \$100.00 OR LESS							
NBR	DATE	CG TYPE	COMMENT	JURIST	ATTORNEY			
001	0501 2001	PET PETITION		HULL,LAVAIL E.				
RESULTS-								
								Bottom
F3 = EXIT								
								01/001
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## X - Selecting a Case for Processing

Court ID : J 44 ANGIE      Juvenile Name Inquiry Lookup **NAME**

**Highlighted name has a A/R Master**      Party Case

Name	Birth Date	Case #	Sfx	Typ	Petn#	Pub
_ TEST,TEST,	6/13/1990	00050501		IN IN	00000000	SUP
_ TEST,TEST,		00843565	3	M03 NA	00000000	SUP
_ TEST,TEST,		00853521		V02 DL	08535211	SUP
_ TEST,TEST,		00874397		INP DL	00000000	SUP
_ TEST,TEST,		00915469		PE1 DL	00000000	PUB
_ TEST,TEST,		00915469		W01 DL	00000000	PUB
_ TEST,TEST,		00925819		GAL DL	00000000	PUB
<b>TEST,TEST,</b>		<b>00926002</b>		<b>DL DL</b>	<b>09260021</b>	<b>PUB</b>
<b>X TEST,TEST,</b>	1/01/1990	01005778		DL DL	01577801	EXP
_ TEST,TEST,	1/01/1990	02000111		TL TL	00000000	PUB
_ TEST,TEST,		02005233	1	TL TL	02523301	PUB
_ TEST,TEST,	3/15/1995	04000001		DL DL	04000101	PUB
_ TEST,TEST,	6/15/1992	04000100		TL TL	00000000	PUB
_ TEST,TEST,		88888888		IN IN	00000000	EXP
<b>TEST,TEST,</b>	<b>10/01/1985</b>	<b>96960816</b>		<b>DL DL</b>	<b>96960816</b>	<b>EXP</b>

More...

Next Tran **EVT** Type **ADD** Case# **00926002** Petn# **09260021** Event#  Party

F1=Help F2=Next Tran F3=Exit F4=Prompt      F6=System F8=Probate/Civil

F9=Start over      F14=Dkt.Inq F16=Inv.cal.

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1. Enter an "X" to the left of the case you are selecting.
2. Press <F2> to position your cursor on the Next Tran line.
3. Enter the process that you want the system to perform with this case.
4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.